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DIVISION OF SPECIAL EDUCATION AND
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KEVIN HUFFMAN
COMMISSIONER

POLICY MEMORANDUM

To: Directors of Special Education
Special Education Assessment Personnel

From: Nathan Travis, Ed.S., NCSP
Evaluation Services Coordinator
Division of Special Education and Special Populations

Date: January 14, 2013

Re: Eligibility/IEP Process

The purpose of this memorandum is to provide a specific requirement regarding the eligibility and Individualized Education Program (IEP) finalization processes. The Tennessee Department of Education's compliance monitoring process has revealed instances where a student's eligibility (i.e., primary or secondary disability) has been updated, yet his or her IEP was not amended to reflect the change in eligibility status.

A student's IEP must be amended or a new, annual IEP must be created when his or her disability determination changes. The demographic page (i.e., page 1) of a student's IEP reports the primary and secondary disability. These disabilities must match the student's current eligibility determination. Failure to make this change may result in coding errors within EasyIEP depending on how specific reports are run.

Any time a student's eligibility is changed, the team should discuss whether or not there is a need to revise the services and/or goals outlined within the IEP. A decision that no changes are needed to a student's IEP prior to addressing the issue during the IEP meeting would be construed as predetermination.

The vendor of EasyIEP, PCG Education, is currently working to construct a compliance event that will correlate a change in the student's eligibility status to his or her current IEP. In the meantime, please adhere to this policy.

For additional information and/or clarification, please contact:

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